

GENERAL MANAGER'S PERFORMANCE REVIEW AND THE ROLES OF COUNCILLORS, THE MAYOR AND THE GENERAL MANAGER

'The annual review of the General Manager's performance was undertaken Wednesday 13 September 2017 and the below outcome and resolution was unanimously adopted by Council at this week's Ordinary Council Meeting', Mayor Adams said.

"RESOLUTION 2017/179

Council's Performance Review Committee comprising of Mayor Cr Robin Adams and the full Council conducted the annual review of the General Manager's performance on Wednesday 13 September 2017 at the Council Chambers. The review was facilitated by Mark Anderson, Manager - Management Solutions from the Local Government Association in NSW.

The Performance Review Committee assessed the General Manager's 2016-17 Annual Review as - 'More than meets expectations' (3.67). The scores out of a total of 23 Key Performance Objectives were as follows: 'Outstanding' 1, 'Exceeds Expectations' 13, 'Meets Expectations' 9. There were no Key Performance Objectives that were scored 'Improvements Required' or 'Unsatisfactory'.

'Accordingly, the Performance Review Committee recommends that Council agrees with the offer of the General Manager that in lieu of any increase in remuneration, to which she is eligible, that she be provided with one week extra annual leave to be taken during the next 12 months in a period agreed to by the Mayor and General Manager.'

'I thought this would also be a good opportunity to remind the community on the different roles the Mayor, Councillors and General Manager has within the Council,' Mayor Adams said.

'Role of Councillors

One of the most important roles of a Councillor is to participate in policy decision-making on behalf of the community. Councillors must work as a team to make decisions and policies that guide the activities of the council; this includes setting the broad strategic direction for the local community.

A Councillor's role as an elected representative is to provide an essential link between the community and council. Councillors have a responsibility to make decisions in the best interest of the whole community when deciding on the provision of services and the allocation of resources. The obligations of the governing body have been recently re-defined to include the Councillor's role of ensuring as far as possible the financial sustainability of the council; to determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the council's resources; and to consult regularly with community organisations and other key stakeholders and keep them informed.

For a more detailed breakdown of the Role of Councillors, please see Section 232 in the *Local Government Act 1993 (NSW)(NI)* (the LGA 1993) -

http://www5.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/s232.html

Role of the Mayor

The role of the Mayor is to be a leader of the Council and a leader in the local community. The Mayor has the same role and responsibilities as Councillors but has additional responsibilities that reflect their leadership role, such as:

- Carrying out the civic and ceremonial functions of the mayoral office;
- Advancing community cohesion and promoting civic awareness;
- Exercising such functions of the council as the council determines (for example council can delegate specific functions to the mayor); and
- Exercising, in cases of necessity, the policy making functions of the council between meetings of council;
- In consultation with the Councillors, to lead performance appraisals of the General Manager;
- Representing the Council on regional organisations and at intergovernmental forums at regional, State and Commonwealth level.

‘Effective civic leadership and good governance depends heavily on a close and productive Mayor/General Manager relationship; which in turn is dependent on each of us having respect for and a thorough understanding and appreciation of each other’s legal responsibilities and obligations’, Mayor Adams said.

For more information on the Role of a Mayor, please see Section 226 in the LGA 1993.

http://www5.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/s226.html

Role of the General Manager

The General Manager is generally responsible for the efficient and effective operation of the Council's organisation and for ensuring the implementation, without undue delay, of decisions of the council. This includes, but is not limited to:

- Managing the council on a day-to-day basis and to direct staff;
- Exercising the functions of the council as are delegated by the council;
- To advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council;
- Prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report.

For more information on the Role of a General Manager please see Section 335 in the LGA 1993 - http://www5.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/s335.html

I.4 A council's structure



'A council's structure' taken from the '2016 NSW Councillor Handbook

Robin Adams
MAYOR

20 October 2017